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Security Information

31 July 1953

MEMORANDUM FOR: Classification and Wage Administration Division
SUBJECT : Reclassification of Position

It is requested that position #4, [REDACTED] be reclassified from Intelligence Clerk GS-5 to Intelligence Assistant, GS-7. The duties involved in this reclassification are as follows:

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- a. Will establish and maintain files and records for the station
- b. Will prepare special intelligence reports as required
- c. Will handle all incoming and outgoing mail, logging, routing, and screening
- d. Will take and transcribe in final form considerable dictation
- e. Will perform research to give support to operations
- f. Will translate reports into and from the Russian language

It is further requested that this reclassification be accomplished as soon as possible.

[REDACTED]

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SR Administrative Staff

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